**SECTION 504 PROCEDURES CHECKLIST**

(District Forms are identified in **bold type**)

**** A situation is recognized that calls for

consideration or a referral.

1. **Meeting Invitation** is sent to parent
2. **Section 504 Referral** is completed by MCPS

**** Parent is notified of referral and 504 meeting.

1. **Meeting Invitation** is sent to parents.
2. **Parent/Student Rights** is sent to the parent with this notice.
3. The **Student Record Review** is completed by school staff.

**** A meeting is held to discuss referral and

determine need for additional evaluation.

1. Notes of the meeting are kept; parents may have a copy if requested.
2. Review **Parent/Student Rights** w/parents.
3. If it is determined that further evaluation is needed, the parent is asked to give permission. [**Permission for Section 504 Evaluation].**

**** When evaluation is completed (within a reasonable time but no more than 60 school

days), a **Meeting Invitation** is sent to the

parent.

1. The meeting is held to discuss the evaluation results and determine 504 eligibility.
2. The **504 Eligibility Determination** form is completed and documents the team decision.
3. **Parent/Student Rights** are provided again.
4. **Notes** of the meeting are kept.
5. If the student is determined to be ineligible for 504 protections, the parent is notified.
6. If the student is eligible under Section 504, the group determines whether a **504 Accommodation Plan** is necessary. If it is necessary, the **504 Accommodation Plan** is developed at the meeting: implementation begins immediately.
7. The **504 Accommodation Plan** is placed in the building level file, with all other 504 documentation. A copy is kept in the Student Cumulative folder.
8. Copies of **504 Eligibility Determination** (regardless of eligibility) and **504 Accommodation Plan** (if written) are given to the parent.

**** The **504 Accommodation Plan** or need for a **504 Accommodation Plan** is reviewed at least annually.

1. A **Meeting Invitation** is sent to parents.
2. **Notes** of the meeting are kept.
3. A new **504 Accommodation Plan** is developed, if necessary, or, following a reevaluation, the **Notes** indicate that the services continue or student is no longer eligible.
4. A copy of **Parent/Student Rights** and other forms are given to the parent.

**** A re-evaluation is conducted at least every three years or whenever there is a question of

continued eligibility or a change in placement.

1. **Permission for Section 504 Evaluation** is sent to the parent
2. **Notice of Conference** is sent to the parent and a meeting is held.
3. **504 Eligibility Determination** completed.
4. A new **504 Accommodation Plan** is developed if appropriate.
5. A copy of those forms and **Parent/Student Rights** is given to the parent.

**** The transition of 504 students is the

responsibility of the building coordinator.

1. Conference between 504 coordinators is documented
2. All 504 Plans are forwarded to receiving building.

**** When a student with a current **504**

**Accommodation Plan** graduates or ages out,

the emancipated student or parent will be given

a copy of **Summary of Performance Upon**

**Completing School**.

1. Copies are placed in the 504 file and sent to the District 504 Coordinator.